

To: Tom Clinton, Commissioner of the Revenue  
City of Falls Church  
300 Park Avenue, Suite #104E  
Falls Church, VA 22046-3301  
Phone: (703) 248-5023 (TTY 711) Fax: (703) 248-5212  
E-mail: [commissioner@fallschurchva.gov](mailto:commissioner@fallschurchva.gov)  
Web site: [www.fallschurchva.gov](http://www.fallschurchva.gov)



## **City of Falls Church Standard Business Closure or Moving Letter**

Date: \_\_\_\_\_

Dear Mr. Clinton,

I have closed or moved (circle one) my business, called: \_\_\_\_\_,  
(insert your business name, or former business name)

it was trading as: \_\_\_\_\_, and the business was  
(insert your trading name, or your former trading name)

previously located at: \_\_\_\_\_  
(insert your former Falls Church City street address)

\_\_\_\_\_, Falls Church, VA \_\_\_\_\_.

The business was closed or moved out (circle one) of Falls Church City as of: \_\_\_\_\_.  
(insert the business closure date, or move date)

I am writing this letter to officially notify you that I/we have ceased operations in Falls Church City. Please inactivate both my Falls Church City Business License Account and my Tangible Personal Property Account (business equipment) after I have paid any outstanding balances on both accounts.

If you need to contact me in the future, please do so at the following business name and address: \_\_\_\_\_  
\_\_\_\_\_.  
(insert your forwarding business name and address, if applicable, or just your name and home address)

You can also reach me by phone at: (\_\_\_\_\_) \_\_\_\_\_ or by fax at: (\_\_\_\_\_) \_\_\_\_\_.  
(insert your area code and phone number) (insert your area code and fax number)

My e-mail address is: \_\_\_\_\_.  
(insert your e-mail address)

My name is: \_\_\_\_\_ and my title is/was: \_\_\_\_\_.  
(please print your name) (list your title in the company, or former company)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

**\*Please complete this form and mail or fax it back to the Office of the Commissioner of Revenue at (703) 248-5212 so that we may update our records, stop sending you renewal forms and inactivate your accounts, if they are paid in full. We thank you for helping us update our records and for doing business in the City of Falls Church. We wish you well in all your future endeavors!**

*Tom Clinton*

Tom Clinton  
Commissioner of the Revenue